



Department of Energy
Washington, DC 20585

JANUARY 3, 2006

MEMORANDUM FOR HEADQUARTERS PROGRAM RECORDS OFFICIALS

FROM: DEPARTMENTAL RECORDS OFFICER,
OFFICE OF THE CHIEF INFORMATION OFFICER *Sharon Evelin*

SUBJECT: NUMBERED MEMO 2006-18, RECORDS HOLDING AREA
CLOSING

A memorandum announcing the closure of the Headquarters Records Holding Area (RHA) was sent recently to Heads of Headquarters Elements by the Chief Information Officer. In order to begin preparation for closure, additional records are no longer being accepted into storage and the RHA will be closed on Mondays and Fridays beginning January 6, 2006. Emergency requests will continue to be processed as quickly as possible.

In mid-January, the RHA staff will begin working with Records Liaison Officers (RLOs) to facilitate disposition of records. The first priority will be records that have already met their retention periods. These records should be authorized for destruction as quickly as possible, unless a continuing need for the information has been determined. A listing of outstanding disposition notices will be provided for your information and prompt action.

The second priority will be records that have no approved disposition schedules. Identification of schedules from those that have been approved by the National Archives and Records Administration is the responsibility of each organization. We are in the process of identifying experienced contractor support that you may use, if needed, to prepare disposition schedules. A listing of unscheduled records for your Program and support options will be provided to you in the second quarter of FY 2006.

Questions regarding closure of the RHA should be addressed to me at sharon.evelin@hq.doe.gov or to Cathy Hutzell at cathy.hutzell@hq.doe.gov.

cc: Headquarters Records Liaison Officers

